



POSTED: October 27, 2010

MARYLAND STATE RETIREMENT AGENCY

Special Appointment Positions Announcement # 069369

Position Title: Chief Internal Auditor
(Program Manager Senior II)

Salary Grade 24 (Range: \$67,382 – \$108,193)

Location: 120 East Baltimore Street, Baltimore, Maryland 21202

Closing Date: November 17, 2010

Description:

The State Retirement Agency of Maryland is seeking an exceptional Administrator to serve as Chief of the Internal Audit Division. This position is a special appointment and serves at the pleasure of the Audit Committee of the Maryland State Retirement and Pension System. Under the general direction of the Audit Committee and the Executive Director of the State Retirement Agency, duties and responsibilities include, but are not limited to:

- Serves in an advisory capacity to the Audit Committee, Executive Director and Senior Staff;
- Provides leadership, administration, direction and guidance for all internal auditing functions of the Agency;
- Performs and maintains a risk assessment of Agency operations;
- Develops an annual audit plan to ensure adequate audit coverage of both internal Agency operations and participating governmental units;
- Ensures that assets are properly safeguarded and fraud, waste and abuse is properly investigated and reported;
- Ensures that all audits are efficiently and effectively conducted through efficient use of resources and proper training and supervision of audit staff;
- Evaluates & recommends improvements to the system of internal control;
- Ensures compliance with laws, rules and regulations;
- Performs special projects as directed by the Audit Committee and Executive Director; and
- Serves as a resource for all senior staff within the State Retirement Agency.

Minimum Qualifications:

Education: Possession of a bachelor's degree from an accredited university or college with a minimum of 30 credit hours in Accounting and related courses; including or supplemented by 3 credit hours in Auditing;

Experience: Six years of progressively responsible professional experience conducting internal audits in accordance with generally accepted governmental audit standards or other professional audit standards, such as the standards promulgated by the Institute of Internal Auditors. The scope of the audits should include performing risk assessments, reviewing internal controls, and determining compliance with laws, rules and regulations for governmental agencies, non-profits and other public entities.

NOTE: Applicants may substitute possession of a certificate as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE) for one year of the required experience.

Selective Qualification:

Applicants must possess a certificate as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE) to be considered for this position.

Due to the nature of these positions a background check will be required.

Application Process: A writing sample may be required. Send cover letter, resume and a Maryland State Application (MS-100) to Maryland State Retirement Agency, Announcement #087767, 120 E. Baltimore Street, Office of Human Resources, Baltimore, MD 21202 or E-mail to careers@sra.state.md.us. no later than close of business November 17, 2010. You may download an application (MS100) at www.dbm.state.md.us, under Job Seekers. Be sure to include the announcement title & number on your application. TTY users, call via the Maryland Relay Service.
EOE

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES:

Medical/Health Insurance Plans:

PPO Plans

- CareFirst Blue Cross/Blue Shield PPO
- MLH-Eagle (MAMSI)

POS Plans

- CareFirst Blue Cross/Blue Shield MPOS
- M.D. IPA Preferred
- Aetna QPOS

HMO Plans

- CareFirst Blue Cross/Blue Shield
- Blue Choice
- Optimum Choice (MAMSI)
- Kaiser Permanente

Prescription Plan

Dental Plans:

- United Concordia DPPO
- United Concordia DHMO
- Dental Benefit Providers DHMO

Term Life Insurance Plan

Personal Accidental Death and Dismemberment Plan

Long Term Care Plan

Each medical plan includes vision coverage

Flexible Spending Accounts:

- Health Care Spending Accounts
- Daycare Spending Accounts

State Retirement and Pension System

- Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans:

- 457
- 403(b)
- 401(k)
- 401(a) match plan

SECU Credit Union

Direct Deposit

Savings Bonds

Maryland Prepaid College Savings Plans

Paid Holidays: 11-12 per year

Annual Leave

- Up to five years of State service, 10 days earned per year
- Five to 10 years of State service, 15 days earned per year
- 10-20 years of State service, 20 days earned per year
- 20+ years of State service, 25 earned per year
- Employees may carry over up to 10 weeks of annual leave per year

Personal Leave: Six days per year (prorated based on your start date)

Sick Leave: 15 days per year, unlimited accrual

Compensatory Leave

Military Leave

Leave Bank and Employee-to-Employee Leave Donations

Employee Assistance Program

Flextime and Teleworking opportunities for some positions

* Please note that the benefit information provided pertains to full-time, permanent employees. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked.

EQUAL OPPORTUNITY EMPLOYER